

## HAMILTON COUNTY JOB OPPORTUNITY

Posting Number: 218-05

December 28, 2005

POSITION: Utilization Management Supervisor

DEADLINE TO APPLY: January 11, 2006

CLASSIFICATION: JFS Manager 1--Children's Services  
DEPARTMENT: Job and Family Services  
LOCATION: Children's Services Unit  
222 E. Central Parkway  
Cincinnati, Ohio 45202  
WORK HOURS: 80 Hrs. Bi-Weekly  
FLSA STATUS: Salaried/FLSA Exempt  
SALARY: \$42,619.00 - \$58,011.00 Annually

### Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

Master's degree in social work or related field plus two years of experience in children's services case load work (in lieu of a Master's degree upon hiring, incumbents are expected to work toward the completion of a Master's degree in social work or related field within an agreed-upon time frame to meet Agency certification requirements).

### Listed below are the LICENSE/CERTIFICATION REQUIREMENTS of the department:

Must undergo a background check via the Ohio Bureau of Criminal Identification and Investigation (BCI).

### Listed below is a brief summary of the JOB DUTIES:

Supervises Utilization Management workers. Responsible for providing both individual and group supervision on a weekly basis. This supervision consists of: reinforcing the worker's knowledge of utilization management, processing timely referrals for behavioral health services, determining appropriate levels of care with appropriate intensity and duration, acting as a liaison between JFS and MSO staff, documenting service management in the on-line clinical record, effective communication and coordination with caseworkers, MSO staff and service providers, understanding the dynamics of child abuse and neglect, dynamics of substance abuse, cultural competency, and provides information about community resources. Supervises other staff as assigned. Assists Utilization Management Section Chief in the creation of processes, procedures, and major work objectives needed to create and maintain the Utilization Management unit. Monitors overall expenditures of contracted services and is responsible for ensuring service spending is within the contracted amount designated. Assists in collecting, analyzing and reporting monthly and quarterly utilization trend data. Will conduct special reviews in conjunction with the Utilization Management Specialist as needed on designated cases. Acts as consultant to Children's Services and other JFS program staff to coordinate services, monitor program activities, and make recommendations. Represents Children's Services and other JFS programs at meetings, seminars, and conferences, assists in the development and presentation of training; answers inquiries; secures information and assists in special events as needed. Promotes social service program participation. Attends necessary training as required. Performs other related duties as assigned.

### HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Personnel Department  
County Administration Building  
138 East Court Street, Room 707  
Cincinnati, OH 45202

FAX your resume/application to: 513-946-2377

NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.